



**Embassy of Greece
in Beijing**

Info.: Zhai Yansong
Address. 19 Guanghua Lu
100600 Beijing
Tel.: (010) 8532 5493

Beijing, May 12th 2023

F. 086/AS 976

Email: gremb.pek@mfa.gr

CALL FOR TENDERS

Subject: Call for tenders for the provision of cleaning services for the Hellenic Republic in Beijing.

The Embassy of the Hellenic Republic, in accordance with the Law 4412/2016 of the Hellenic Republic dully amended and currently applicable, is calling for the submission of a quote for the signing of an agreement for the provision of cleaning services for the Embassy's offices, not exceeding the amount of 149.000,00 RMB **including VAT**. The quote should fulfill the tender specifications described in the Annex attached herewith, and should include the following:

- a) The fee per month/time unit (where appropriate) for each type of service, inclusive of any kind of deductions and taxes (e.g., social/accident insurance, tax, VAT), the duration of the project as well as the total cost for the project, which cannot exceed the aforementioned budget.
- b) The total amount of VAT for the aforementioned project
- c) The validity period of the presented offer
- d) The company's valid business license where the type of services offered is written
- e) The type of work relation the company's employees will have (outsourcing/ dispatching)
- f) A certificate proving that the company paid required taxes and other fees
- g) A certificate proving that all social security and relevant fees have been paid for the company's employees that will participate in the project.

The selection criterion is the most value-for-money offer that will satisfy the technical specifications included in the attached Annex.

The quotes can be submitted in the email address of the Embassy (see above contact info) **no later than 22.05.2023**.

The tender will ensure that, upon request and at any given time, proof of insurance, tax/fees payments and criminal record of the staff that will be assigned to the Embassy of the Hellenic Republic can be provided to the Embassy.

Quotes from tenders that have not received an invitation by email as well as offers that were sent to the aforementioned email address later than **May 22nd, 23:00** will not be taken into account.

Encl. 1 page